

# The Kentucky Commission on Community Volunteerism and Service By-Laws

# **KENTUCKY COMMISSION ON COMMUNITY VOLUNTEERISM AND SERVICE BY-LAWS**

## **ARTICLE I: NAME**

The name of the Commission is the Kentucky Commission on Community Volunteerism and Service, pursuant to KRS Chapter 194\* (194A.570).

## **ARTICLE II: MISSION STATEMENT**

To engage Kentuckians in volunteerism and service to positively impact our communities.

## **ARTICLE III: PURPOSE**

The purpose of this commission is to engage in statewide planning, establish relevant policies, provide administrative oversight for AmeriCorps programs and promote volunteerism and service throughout the Commonwealth of Kentucky.

## **ARTICLE IV: AFFILIATION**

The Kentucky Commission on Community Volunteerism and Service was created by statute and is attached to the Cabinet for Health and Family Services (CHFS) for administrative support and oversight.

## **ARTICLE V: BASIC POLICIES**

The Commission shall follow these basic policies:

Section 1. Develop a strategic plan for service in Kentucky, which covers a three (3) year period, and supporting efforts to achieve the goals of this plan. The plan shall be updated annually.

Section 2. Oversee and submit Kentucky's annual AmeriCorps grant applications to the Corporation for National and Community Service (CNCS), the federal funding authority, and other funding sources for the continuation and expansion of the Commission and its service objectives.

Section 3. Conduct through the commission staff, a competitive application process to determine the organizations that will be awarded sub-grants to operate national service programs.

Section 4. Fulfill any other responsibilities required by the Corporation for National and Community Service and other funding sources.

Section 5. Promulgate administrative regulations pursuant to KRS Chapter 13A to establish operational guidelines for the Commission.

## **ARTICLE VI: MEMBERSHIP**

Section 1. The Commission shall consist of a minimum of fifteen (15) and maximum of twenty-five (25) voting members who shall be appointed by the Governor of Kentucky to serve a 3-year term in accordance with the letter of the law. To create the broad, bipartisan support necessary for the success of national and community service, to the maximum extent practical, the membership of the Commission shall be diverse with respect to race, ethnicity, age, gender and disability. No more than 50 percent of the 15 to 25 voting Commission members, plus one additional member, may be from the same political party. Commissioners are expected to attend a minimum of two meetings per year. Failure to do so may result in removal from the Commission.

Section 2. There shall be nine (9) required members for the Commission:

- one individual with expertise in the educational, training and development needs of youth,
- one individual with experience promoting volunteerism among older adults,
- the head of the State educational agency,
- one representative of community-based agencies,
- a representative of local governments,
- a representative of local labor organizations,
- a representative of business,
- a youth (age 16-25) who is a participant or supervisor in a service program,
- and a representative of a national service program.

Section 3. The Governor may appoint as ex-officio non-voting members of the Commission representatives selected from among officers and employees of State agencies operating community service, youth service, education, social service, senior service and job training programs.

## **ARTICLE VII: CONFLICT OF INTEREST**

Section 1. Members of the Commission are asked to declare actual or potential conflict of interest situations at the start of each meeting where the agenda indicates such a conflict may occur. If a conflict of interest situation develops during Commission discussion, the member with the conflict is expected to notify the Chair.

Section 2. Conflicts of interest include situations where a member of the Commission serves as a Trustee, Board member, staff member or committee member of an entity which is requesting approval of a grant from the Kentucky Commission on Community Volunteerism and Service, or any other relationship which the commissioner, in his/her own discretion deems a conflict of interest.

Section 3. Any members of the Commission with a conflict of interest will be called on by the Chair to discuss details and share any information about the proposed grant at the time of the individual grant request discussion. The Commission member will then be excused by the Chairperson while other members of the Commission discuss the application and vote its

acceptance or denial. Following action on the grant request, the excused Commission member may return to the Commission work.

## **ARTICLE VIII: OFFICERS AND THEIR ELECTION**

Section 1. The elected officers of KCCVS shall be Chairperson, Vice Chairperson and Secretary.

Section 2. There shall be a minimum of three, but always an uneven number, on a nominating committee who are elected by the full Commission by the last meeting of the previous calendar year. This committee shall nominate at least one person for each office to be filled, and report its list of nominees in writing to the membership at least ten (10) working days before the election meeting at which time additional nominations may be made from the floor.

Section 3. All officers shall be elected by ballot. However, if there is but one nominee for any office, election for that office may be by voice vote.

Section 4. All officers shall serve for a term of one year and shall take office at the close of the election meeting. Upon reelection, officers may succeed themselves.

Section 5. No member shall hold more than one office at a time.

Section 6. Any vacancy that presents itself outside of regularly scheduled elections shall be filled by a majority vote of the Executive Committee.

## **ARTICLE IX: DUTIES OF OFFICERS**

The Officers shall have the following duties:

Section 1. Chairperson: shall preside at all full Commission and Executive Committee meetings of the KCCVS. Shall be an ex-officio member of all permanent and standing committees, *except the nominating committee*. Shall perform all duties as may be prescribed in these by-laws. Shall coordinate the work of the officers and committees of the Commission in order to promote the purposes of the Commission.

Section 2. Vice Chairperson: shall act as an aide to the Chairperson and shall perform the duties of the Chairperson in the absence or in the event that the Chairperson is unable to serve.

Section 3. Secretary: shall be responsible for the attendance roster of the Commission. The Secretary shall prepare meeting minutes to be reviewed and approved by Commission staff and Chair prior to distribution to the Commission. The Secretary shall also accept any other duties as delegated by the Commission.

## **ARTICLE X: EXECUTIVE COMMITTEE**

Section 1. The Executive Committee shall consist of the elected officers of the Kentucky Commission on Community Volunteerism and Service.

Section 2. The roles and responsibilities of the Executive Committee shall be:

- a. With input from the full Commission and the service field, the Executive Committee shall take the lead in preparing a set of recommended Commission appointees for the Governor.
- b. The Executive Committee shall identify issues that require the attention of the full Commission and help set the agenda for full Commission meetings.
- c. Should the position of Executive Director become vacant, the Executive Committee shall participate in the process of filling the position.
- d. The Executive Committee shall act in an emergency situation which needs a response or action prior to the next full Commission meeting.
- e. A majority of the members of the Executive Committee shall constitute a quorum.

## **ARTICLE XI: MEETINGS**

Section 1. At least four (4) regular meetings of the Kentucky Commission on Community Volunteerism and Service shall be held annually. Dates of meetings shall be determined by the Executive Committee.

Section 2. Special meetings may be called by the Chairperson or by a majority of the Executive Committee with ten (10) days notice having been given.

Section 3. Either the Chair of the Commission or a majority of the Executive Committee may call an emergency meeting as needed.

Section 4. It is the policy of the Commission that all meetings, regular or special, shall be open to the public unless the matter under discussion pertains to personnel issues or other exceptions contained in KRS 61810.

Section 5. All meetings shall be recorded by a Kentucky Commission on Community Volunteerism and Service staff person.

Section 6. Seven (7) members shall constitute a quorum for the transaction of business at any full Commission meeting.

Section 7. A simple majority shall constitute a quorum for the transaction of business at any committee meeting.

Section 8. Notice of all meetings, regularly scheduled and special, shall be given to members at least ten (10) days prior to the date of the meeting.

Section 9. The agenda shall, to the extent possible, be provided to the members five to seven (5-7) working days prior to the meeting.

## **ARTICLE XII: VOTING**

Section 1. Voting procedures shall be determined by the Chairperson at the time of the vote except where otherwise noted in these by-laws.

Section 2. The right to vote is limited to those members who are actually present at the time the vote is taken in a meeting.

Section 3. Commissioners may hold a vote via conference call on time-sensitive issues.

## **ARTICLE XIII: COMMITTEES**

Section 1. There shall be three (3) kinds of committees of the Kentucky Commission on Community Volunteerism and Service; general, standing and Ad Hoc.

a. Permanent Committees of the KCCVS shall be the:

1. Executive Committee works with the Executive Director to direct and set policies and procedures for the effective and cost efficient operations of the organization.
2. Program Committee works with independent reviewers and the Corporation for National Service to solicit and fund high quality, innovative initiatives that meet the needs of Kentucky regulations, and

b. Standing Committees shall be the:

1. By-laws Committee oversees policy-setting of the KCCVS body by developing standards and practices for the overall operation of the organizations leadership; Communicates with the Executive Director and constituents. The by-laws committee will review the by-laws every three years.
2. Governor's Award Committee develops and implements the annual nomination process recognizing outstanding community volunteers; Hosts an annual statewide awards ceremony.
3. Nominating Committee seeks nominees and selects KCCVS leadership by implementing an unbiased process in accordance with KCCVS by-laws. This is a year round committee that also seeks to compile an extensive list of appropriate commission members to be given to the Governor.

4. Public Relations Committee works with KCCVS staff and constituents to create the most effective means of communicating our message and that of our programs and colleagues to the general public.
  5. Strategic Planning Committee drafts tri-annual plan for the KCCVS based on organizational mission and vision; Works directly with the Executive Director to establish annual goals, objectives and strategies that reflect the needs of the Commonwealth and all funding sources.
- c. Ad Hoc Committees shall be created by the Executive Committee as deemed necessary. Members of these committees also shall be appointed by the Chair.

Section 2. All actions of said committees shall be submitted to the full Commission for approval.

#### **ARTICLE XIV: COMPENSATION AND EXPENSES**

Section 1. For the purpose of payment of expenses to members of the Commission, business may include all regularly scheduled and special meetings of the Commission; meetings of Commission committees; special and advisory meetings; task forces; hearings; and special events sponsored by the Kentucky Commission on Community Volunteerism and Service or when a member represents the Commission at the request of the Chair.

Section 2. Commission members shall receive reimbursement for expenses incurred in attending any meeting or event of the Commission, such as parking, meals, lodging, mileage, registration fees, phone or other expenses which may be incurred, with the approval of Commission staff.

#### **ARTICLE XV: EXECUTIVE DIRECTOR AND STAFF**

##### **Section 1. Executive Director**

- a. The Executive Director is the chief operating officer of the Commission and as such makes proposals to the Commission for consideration, develops and directs the programs and plans established by the Commission, ensures compliance with federal and state policy, and may represent the Commission at numerous state, regional, and national functions.
- b. The Executive Director, in conjunction with the CHFS appointing authority and within state personnel regulations, is responsible for employing, directing, and administering the staff.
- c. The Executive Director shall make periodic reports to the Commission on the operation of the agency, as the Commissioners shall so direct.

##### **Section 2. Staff**

- a. The staff of the Kentucky Commission on Community Volunteerism and Service shall be employed by the CHFS and responsible to the Executive Director of the Commission.

## ARTICLE XVI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Commission in all cases in which they are applicable and in which they are not in conflict with these by-laws.

## ARTICLE XVII: AMENDMENTS

Section 1. These by-laws may be amended at any regular meeting of the Commission provided that notice of the proposed amendments shall have been given in writing at least ten (10) days prior to the meeting at which the amendment is voted upon. By-laws amendments require a two-thirds (2/3) vote of the members present and voting.

*Aaron Anderkin*

Chairperson

*Janet Gates*

Vice-Chairperson

*Dec. 9, 2010*

Date

Date Adopted: 2/28/97  
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